

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 07-04	Effective Date: 12/01/04	Revision Date: 05/02/05
Subject: Medical and Dental Records		

**I. Policy Statement**

Division facilities, programs, and caseworkers shall maintain complete, accurate and current health records on all juveniles who are in the Division's custody.

**II. Rationale**

The Division has a responsibility to provide for the physical welfare and well-being of juveniles in their care, and to respect the privacy of medical and dental services received by them.

**III. Definitions**

"GRAMA", known as the Government Records Access and Management Act, are the rules for the handling of records released, as identified in UT Code 63-2-204.

**IV. Procedures**

- A. All juveniles who receive services from the Division shall have a medical record and file that is separate from the juvenile's regular file.
- B. The medical or dental personnel, or staff who perform the services, shall document all health and dental care services juveniles receive while in the Division's care.
- C. Records shall include any forms, documents or documentation which are required by the program or facility and any forms which are:
  - 1. federal requirements for Title IV-E, Targeted Case Management, and Medicaid Enhancement for Youth in the Division's care, custody, and control;
  - 2. history of medical services received, either inside or outside of the program, while in care;
  - 3. history of pharmaceuticals and medications received or refused while in care;
  - 4. medical or dental notes;
  - 5. screening forms.
- D. Confidentiality
  - 1. All medical and dental records shall be confidential and secure and safeguarded from use by unauthorized personnel.
  - 2. Staff shall adhere to the GRAMA guidelines before releasing any medical records or information, and shall go through the designated GRAMA

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representative prior to releasing any information or records; other than those necessary records, which would accompany juveniles transferring programs.

3. Medical and dental records shall be added to the juvenile's regular file, prior to transferring to the State Records Center.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Jody Valantine, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date